Preserve

App. F. IX-4

PRESERVED

1939-40

(CS)

File No. 57/39

Serial Nos. 20, 4

Previous References

Letter References

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1, 2

Part B for

SUBJECT.

Instructions to Commissioners of Revenue
Instructions regarding the submission of
Confidential Reports of his Assistant
Clerk.

WD 0205—GPB—22,500—13-8-37

D436

CB 5-39-20

Tel. Address:
"EDUCATION."

DEPARTMENT OF PUBLIC INSTRUCTION.
GOVERNMENT OF MYSORE.

Postal Address:
POST BOX NO. 8.

BANGALORE,

D.O.No.P.S.231 of 39-40.

Dated 1st September 1939.

E. G. McALPINE, M.A. (Edin.),
Dip. Edn. (Edin.), V.D., J.P.,
Director of Public Instruction.

CB. MK 1/9

Dear Mr Kesavaiengar,

I have rough drafted all the confidential reports of gazetted officers in the Department and on giving them to my Confidential Stenographer for typing was informed that the original of each report is expected to be in my own hand-writing. My office were unable to produce any Government Order or instruction to this effect, and I am therefore writing to enquire whether there is any such order. In practice as you are aware, all office copies of these reports are typed, and if my Confidential Stenographer can see and type the office copies, there does not seem to be any reason why he should not type the origina- that go to Government. In a large Department like this, it will take me a considerable number of hours to copy out the originals in my own hand, and I think that my time could be better employed! My confidential stenographer actually takes down and types matter for Government which is often far more secret and confidential than the majority of these reports. I shall ring you up later in the afternoon. If there is a definite Government Order in the matter, I shall, of course, write the originals myself, but I should not like to waste 4 or 5 hours of my time on what may perhaps only be a convention in my office.

Yours sincerely
E. G. McAlpine
1/9/39

Dyer Secy.
CW 4/9.
1809/2.9.39

For perusal before issue.
2nd member
MK 2/9
Rajasevaprasaktha

B. T. Kesavaiengar, Esq., B.A.,
Bangalore.

RE 2-9 MK 2/9

2nd ~~1st~~ September 1939

589/CD 5-39-21
Encl

Dear Mr. McAlpine

With reference to your D. O. letter No. P.S. 231 of this date, I enclose herewith for your information a copy of the Govt. Order dated 23rd November 1914. I am to invite your attention to instructions (5), page 2, wherein it is stated that the anwers should be written against the printed questions by the reporting officer in his own hand. There is, however, no objection to your getting the reports typed by your confidential stenographer. In this case, you may mention in the covering letter that the notes were typed to your own dictation or they were copied from ~~the~~ your own drafts ~~approved~~ by you.

Yours sincerely,

E. G. McAlpine, Esqr., M.A.,(Edin.), Dip.Edn., etc.,
Director of Public Instruction in Mysore.